



12 January 1970

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Report of Cable Secretariat Operations
1 - 31 December 1969

1. The workload for December 1969 was 52,370 items, 16% less than December of last year. For the six months of FY 1970 we are running 5% less than the same period in FY 1969.

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2. As of 31 December 1969, our personnel picture is the best it has ever been - our T/O of [REDACTED] persons was completely filled. The Office of Personnel has done a wonderful job of filling our vacancies. As stated in last month's report, the gain in personnel and the reduction in traffic have enabled us to devote more time and personnel to our microfilm program.

3. Two Diebold Corporation representatives visited the office on 3 December to investigate the possibility of installing a paper conveyor system to improve the flow of cable traffic within the Cable Secretariat.

4. On 16 December, nine persons from FE Division toured the office to familiarize themselves with cable processing procedures. Tours of this nature encourage a better understanding between the Cable Secretariat and its customers.

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[REDACTED]

Cable Secretary

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